

Kentucky Department for Libraries and Archives

**Annual Report
2002 - 2003**

Serving Kentucky's Need to Know

KDLA Communications Team

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Kentucky Department for Libraries and Archives

**Annual Report
2002 - 2003**



Ernest L. Fletcher
Governor

Virginia G. Fox, Secretary
Education Cabinet

James A. Nelson
State Librarian & Commissioner

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Innovation and Technology

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Library Adds Research Databases ♦ Technology Assistance for Public
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Institute ♦ SHRAB Strategic Plan Completed ♦ Multimedia Conversion
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Training for Public Libraries ♦ Consultancy Work Benefits KDLA ♦
Listserves for Public Libraries ♦ KDLA Hosts Midwest Micrographics
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About Us

The Department for Libraries & Archives

Kentucky is in the midst of a vast information, education, and communications revolution which is reshaping modern society. In response to this challenge, the Kentucky Department for Libraries and Archives fulfills its mission of “Serving Kentucky’s Need to Know.” To help the state maintain its competitive edge in the Information Age, the Department offers comprehensive services which assure citizens’ access to a broad range of information and educational resources.

As one of 10 state agencies in the country to combine library, archival, and public records programs, the Department is uniquely positioned to meet the challenges of the Information Age. Its programs are structured to link the enduring resources of its archival collections with the contemporary information resources of government and libraries. From this comprehensive perspective, the Department is helping preserve the Commonwealth’s rich legacy as it contributes to building a stronger future for Kentucky.

OUR MISSION

SERVING KENTUCKY'S NEED TO KNOW

The Kentucky Department for Libraries and Archives serves Kentucky's need to know by assuring equitable access to high quality library and information resources and services and by helping public agencies ensure that adequate documentation of government programs is created, efficiently maintained, and made readily accessible.

From the Cabinet Secretary

It is with great pleasure that I welcome you to the 2003 Annual Report of the Kentucky Department for Libraries and Archives. As a former librarian and member of the Education Arts and Humanities Cabinet while at KET, I'm delighted to be renewing this connection with KDLA as we begin a new administration, a newly constructed cabinet and an exciting time when we can begin to weave the accomplishments of KDLA with others who closely share common missions.

There is no question that Governor Fletcher made a strong statement as to where his priorities were when he established this Education Cabinet as the first building block in the foundation of his tenure as Kentucky's Chief Executive. He believes, as do I, that lifelong learning, in a variety of venues and from a variety of sources, will be the driving force for what we become as a people and as a state. For the first time, we will have the principal agencies which impact learners at home, at work, in the classroom and in life -- all on the same team. This bodes well for all Kentuckians, and KDLA is a perfect fit for this team.

Libraries and Archives form the pillars of all knowledge, and have been looked to by educators and learners throughout history as essential components of any form of education. Libraries also are essential partners in building communities and enriching our quality of life while archives and professional management of the public record ensure the accountability, survivability and effective operation of our institutions and our governments. KDLA's mission is fundamental to all this, and has a vital impact on many aspects of life we treasure. As you will see when you read this report, KDLA is totally committed to "Serving Kentucky's Need to Know" and this commitment has helped set a high standard for the kind and quality of work the agency does.

I can assure you that as Secretary of the Education Cabinet, I will make every effort to be a unifying force for KDLA and the other agencies of our team in helping all Kentuckians live, learn and work up to their abilities and contribute according to their talents so that we all may have the kind and quality of life we all value.

From the Commissioner

The year covered by this report was another challenging time for Commonwealth Government and KDLA. Ongoing budget reductions impacted all state agencies and programs, but the most serious for us was loss of staff – under the restrictions placed on hiring, we ended the year with a 23% vacancy rate. For an agency which has always prided itself on good customer service, this has been a major challenge and if it weren't for a workforce made up of intelligent, innovative and professional individuals, we could well have had some overwhelming losses this year.

Our excellent workforce continued to challenge what we were doing, look for new ways to work together and use expertise and continue our interaction with the many customer groups served by the agency. The reader of this report will see how much we actually accomplished in spite of the loss of staff and budget. As head of the agency, I repeatedly noted many individuals going more than the extra mile to get the job done and coming up with innovative solutions to complex problems.

From the incredible impact of our summer reading program in public libraries across the state to the cutting-edge work we accomplished in management of electronic records, this was a banner year for KDLA. Over 100,000 children participated in the Kentucky Summer Reading Program. They enjoyed and learned from books, and at the same time prepared themselves to be more “learning ready” for their new school year.

Establishment of the Thomas D. Clark Center for Digital Imaging (one of several recognitions of our State Historian Laureate on the celebration of his centennial year), major policy improvements from the collaborative Electronic Records Working Group, (including the Governor's Office for Technology, the State Auditor and Attorney General's Offices), and further implementation of the Document Management Digitization System highlighted our records management innovations.

This is also the year we truly became “virtual” through the power of our KDLA website. When we looked at the fact that we were getting over 200,000 visitors coming to us monthly through our virtual doorway, we shifted staffing responsibilities to allow us to revise our presence on the web, emphasizing our website as a prime source for communicating and doing business. Final merger of the library and archives catalogues into a single catalog of our holdings has also made our services much more user friendly in the new virtual web-based environment. All of this new emphasis on technology has also continued to drive more training of local library staff. This report indicates what we have been doing to address those needs. We also continued to add new electronic databases, and we supported the Kentucky Virtual Library in making more information available to our primary customers and the people across Kentucky.

An innovative, federally-funded program to help better define the importance of libraries to our people and state, “KDLA@yourlibrary,” allowed us to go to local community leaders for their vision of library services. Building on several focus groups statewide, and working with a core group of library professionals as well as the State Advisory Council on Libraries, we have been able to construct compelling statements on what

libraries can do for people. This has been of great importance as a basis of planning in our new five year federal plan.

Finally, besides celebrating the 100th birthday of Dr. Clark, we also celebrated the 45th anniversary of our State Archives and Records Act as well as twenty years of our Friends of the Public Archives, Inc. Obviously, we appreciate the continued help from our friends -- as well as the excellent staff we have -- to address issues driven by a growingly complex world, coupled with the continuing losses of money and people. Fortunately, for us and for the Commonwealth, this combination of friends and staff has helped us make some real impacts over the year covered by this report.

A handwritten signature in dark ink, appearing to read 'James A. Nelson', written over a light gray rectangular background.

James A. Nelson
State Librarian and Commissioner
Kentucky Department for Libraries and Archives

Customer Service

Summer Reading

Kentucky's summer reading theme for 2003 was "Reading Expedition," which capitalized on the bicentennial of the Lewis and Clark Expedition. The theme embraced topics related to their adventure, such as exploration, travel, pioneers, Native Americans and the American West. It also had special relevance to our state since some preliminary staging took place here and the Corps of Discovery included "nine young men from Kentucky."

A record 100,585 children participated in this year's program. They kept track of their reading either by the number of books read or the time spent reading, and were awarded prizes for it. They also came to the library to participate in various programs involving crafts, storytelling, games and more. The children weren't the only ones involved—whole families came to the library for the fun. An additional 8,299 adults took part in summer reading programs developed just for them.

Every year I have parents tell me that they see an improvement in their child because our program got them to read. It makes me feel good to know that I helped someone.

The best part is they are still reading after our program is finished!

No matter what you do, summer reading, story time, etc...It's always nice to feel as if you somehow made an impact on a child.

We had several young people who attended the SR program on Monday morning, then came back for the P.M. program with their parents. Our library was a very busy place this summer and we hope to build on this with many more programs for all ages.

A Mother told me that she absolutely loved the way we did Summer Reading. Her children, especially one of her sons, did not like to read at all, but since they had been coming to Summer Reading he was really enjoying using the library, checking out books and reading!

I think summer reading is vital to small communities where there are a big number of low income families. For some of these people, the programs the library offers are the only form of vacation they get during the summer and they look forward to it each year.

I feel we made an impact by doing a program for the ADHD children. When I was contacted, my first response was to say no, because I had no experience with ADHD children. I am so thankful I didn't have the heart to say no. I would have been the one who missed out on a blessing!!!

The children had to keep a journal (provided by the library) and one of the children enjoyed writing in it so much that her mother had to go buy her another one so she would turn hers in. She has since decided that the library is a pretty fun place to be.

Since we have recently remodeled our library, a lot of patrons have not had the opportunity to come and see us. There was a local daycare who heard such wonderful things about our program that they brought all their children for a tour of the building. They all left to go home and tell their parents that they wanted library cards.

The theme for this year was absolutely wonderful! There was so much historical information to tie into that programming was EASY, even for a busy branch librarian like myself, who has many shoes to fill besides children's programming. Also, the children learned about history in a fun environment. They had a positive learning experience to get them ready to go back to school.

Children love to have the chance to read what they select for a change of pace from the required reading for school. What better opportunity to do this than during the summer months, and then receive a variety of rewards as a result.

It promotes use of the library all year long by the entire family.

Highlights: We have several home schooled children in this area-- our programs provide a wonderful opportunity for these children to be around their peers. Other highlights include watching a typical mouthy, 13 year old girl who wants to look cool constantly and hates to read transform into the reading buddy everybody wants to have on Reading Day. There are other things I could mention, like watching teamwork develop among a group of middle schoolers (a miracle) or seeing families who can't afford vacations use our library for their summertime fun, and know we're doing a good job when a small child drags a parent away from the video section into the children's room saying, "I want a book, Mama!" Now that's a good day.

We have truly bridged the gap between children who may have seen the library as an unwelcoming place. Stereotypes in the community, not only with the children but their parents as well, were broken down this summer and we're seeing a lot of new faces at our door. This is especially great in the fact that many of those kids are middle schoolers that are just starting to pull away from the idea of learning as fun.

Some of these kids are actually showing up after daycare hours dragging parents that don't seem to have ever been to a library themselves. Their enthusiasm has rubbed off and the parents couldn't help but want to see what all the fuss was about. We signed up quite a few new patrons this summer and it looks as if they are starting to see the importance of books beyond just school!

We had several Taiwanese children come to every program in order to interact with the other children and to better their command of the English language.

I had more kids reading more books than ever before! We even had children coming in

from neighboring counties that don't have summer reading! Of course, we had lots of Moms who appreciate our reading incentives; we can get them to read when they can't, which is what we're all about!

I told the children in all my school visits that if over 1, 300 registered and participated, I would kiss a REAL cow. Well we had over 1,660 and I got to kiss that cow in front of the library!

One boy in particular has a very hard time feeling accepted by the other children, this gave him a chance to work beside some of them and learn to relax and not feel like an outcast.

A grandmother commented on how she was very appreciative to have activities for her grandchildren to do during the summer. She said it helped her from constantly trying to entertain them, and that it was something they really enjoyed.

The overall response gives kids an incentive to read fun books without pressure to take a test or to score points. The rewards are fun things to do!

To help prepare for the "Reading Expedition," KDLA held three days of summer reading workshops. The 142 librarians who attended were treated to a portrayal of York, Captain William Clark's slave, who was the only African American member of the Corps. They were also provided with hands-on activities to explore life on the Kentucky frontier and learned sensitive ways in which to incorporate Native American themes into library programs. Participants were provided with a programming manual to use in developing their programs. They were also given bookmarks and posters to promote summer reading. This year KET partnered with KDLA by producing video clips for schools and public libraries to use in promoting summer reading programs.

I cannot stress enough how important the workshops and the manuals have been to me.

Usually can get a lot from the workshop, plus the manual is icing on the cake.

Great work putting this together and helping me....a first time planner....get started. Since my Children's Services Librarian was new, the manual and workshop were most beneficial.

I think the manuals are great. I usually find over half of the materials I use when planning my program. The manuals are like the clothing size (one size fits all).

I thought the manual was well done and can be used for other programs throughout the year. It is a big help to me.

KDLA Videos Assist Summer Reading

The library's multimedia staff prepared a mediaography of videos in the State Library's collection on the Summer Reading Program theme "Reading Expedition." The

mediaography was distributed statewide to children's librarians to assist them with Summer Reading programming.

Archives Research Room Customers Served

A myriad audience continues to perform archival research at KDLA. In addition to family history researchers who use archival records such as wills, marriages, and deeds to trace genealogy, the Archives Research Room is visited by historians, attorneys, and other scholars. In the past year, public records have been used by researchers who were working on an autobiography, the Kentucky slave trade, the gubernatorial election of 1796, the Underground Railroad, treason during the Civil War, venereal disease, and women's legal rights in the nineteenth century, among other topics.

Researchers comments:

Thank you very much for your kindness and your efficiency.

Thank you for a quick response. This has been very helpful and will save me a lot of time.

This letter is to thank you for the cleanly reproduced copy of the marriage records of my grandparents. It had ended four months of letter writing trying to verify my grandfather's second marriage. I also appreciate the promptness with which you located this document and sent a copy to me.

Thanks for all of your efforts and help. I have managed to get what I needed for now. You have been so helpful

Thank you so much for your help!

Thanks for sending me those statistical abstracts.

I am most thankful for your very kind, quick and complete help in this matter. The material that I received today was exactly what I needed. I cannot say how thankful I am for your help and kindness in this matter. The People of the Great State of Kentucky can be very happy to have someone like you working for them. Again, I would like to thank you for your excellent work and for your endeavours in this matter.

You are incredible. Thank you and your staff very much. This will help immeasurably. I will remember you and will appeal to you should I hit a brick wall, once again.

Thank you for your quick response. Today I mailed a request. This will be our starting point, and depending on what we find out from this first request, then I may have more. We hope to make it back to your place sometime. The first time we were there in mid September, you were within minutes of closing for the day. But, we found the people there to be friendly and helpful, although we didn't have time to do any real research.

Kentucky has very beautiful, well kept public buildings. We were impressed with everything we've seen so far in Frankfort. We just need more time to get to everything! YOU are amazing..!! I can't thank you enough!!

Many, many thanks for your patience and help on my recent visit to the Kentucky Department for Libraries & Archives. It was good of you to find the pertinent microfilm rolls for my search, but trying three different copying machines to get the best copy is certainly above and beyond the call of duty. Your suggestion to find Thomas Hart Shelby's will and finding it was icing on the cake. You made for a very successful research visit.

Thank you so very much for helping us with our research. We couldn't have done it without your help. Everyone, even the guard, was so nice and helpful.

Your services are one of the best uses of my tax money I've seen. Therefore, contribute any change from this check to the State Treasury. If payment is short, bill me for the remainder.

Thanks very much for the copies from the previous cases. It's like receiving a present in the mail. I very much appreciate your help in copying the materials.

Thank you for sending the copies. They are a great help.

Thank you very much for your attention to my request. I enjoyed working at the Archives. It is an efficient and pleasant operation.

I cannot tell you how helpful and courteous the staff at the archives were to me and the other patrons while I was there. They are extremely competent and helpful. You provide a wonderful service and helped make my trip to Kentucky very successful.

Thank you all for all that you do.

Thank you for the extra copies of the case. They were very helpful in my genealogy.

Thank you for all the help and co-operation you've given me in this matter.

Thanks so much for your prompt and kind attention to this request.

Thank you for locating the case. My family and I are grateful for your competent diligence.

Kentucky Talking Book Library

Those Kentuckians who are unable to read because of visual or physical disabilities are eligible to receive service from the Kentucky Talking Book Library. Books on tape and Braille books, as well as cassette players, are sent to patrons free of charge through the US Postal Service. This program is part of a nationwide network of cooperative libraries

headed by the National Library Service for the Blind and Physically Handicapped, which is a division of the Library of Congress that was established in 1931.

The 3,683 patrons served by the Kentucky Regional Library range in age from one year old to 107, and this year each read anywhere from a single book to 738 books. Readers may choose to subscribe to any of over 100 magazines available in Braille or on tape, or they may borrow one of over 300 descriptive videos, which have additional narration for those who cannot see the action onscreen. A newspaper reading service that is accessible by telephone is also available.

The Kentucky Talking Book Library, combined with its two subregional libraries in Louisville and Covington, served 5,497 patrons this year. A total of 1,676 cassette tape players were mailed out to them. Together, the three libraries circulated 220,463 items: 216,336 cassette books, 2,822 Braille books, and 1,305 descriptive videos. This comes to an average of a little over 40 items apiece.

John and I wish to thank you for such a super service...There is always a very pleasant voice to answer the phone when we call...My husband would be at a tremendous loss without your services and so would I.

In the past 10 years I have had more than 3200 books from your library. I don't know how I could have passed so much enjoyable time without getting the books. I have been treated very kindly when I call. Keep up the good work! I brag on you to everyone I see.

... I am able to pursue a class on religion which would otherwise be unavailable to me. Thank you for this excellent reading aid.

My muscular dystrophy condition does not allow me to turn book pages and hold books for any length of time...Your library is giving me the opportunities to learn about health, politics and other subjects again.

My mother passed away recently, but she enjoyed the books on tape many hours. Thanks so much for making her life a little brighter.

Although prison life for blind and physically handicapped inmates can virtually sever us from being informed of free world events, KTBL has always been available to dispense a variety of news, health, education, sports, and spiritual guidance information. This library service has made a significant difference in our lives."

"I do appreciate the books and videos very much and would probably have gone crazy by now if it had not been for them. I can walk, do dishes, cook, do laundry, lay in bed, ride in a car or whatever and listen to my books....There are things that are missed or not understood in movies that the descriptive ones tell you. Hope this service never stops."

“(My mother) has enjoyed the tapes for many years. Thank you so much for the many, many hours of enjoyment you provided her by allowing her to read although she could not see.”

Partnership with Friends of Kentucky Public Archives, Inc.

This year marked the twentieth anniversary of the founding of the Friends of Kentucky Public Archives, Inc. The goal of the Friends organization is to assist KDLA’s Public Records Division in maintaining, providing access, and publicizing the Commonwealth’s important archival holdings. One of the Friends’ most important partnerships with KDLA is co-hosting the annual Public Archives Symposium. This year, the symposium featured Kentucky’s Historian Laureate, Dr. Thomas D. Clark and his new book, *The People’s House: Governor’s Mansions of Kentucky*. The Symposium, held on November 22, 2002, at Shaker Village of Pleasant Hill, featured Dr. Clark and his co-author, Margaret Adams Lane, discussing their years of research on the new book. Dr. Clark and Ms. Lane spent many hours reading the Governor’s records housed at the Kentucky State Archives, in addition to visiting many other archives and compiling oral histories of living governors and their families.

The Friends also co-hosted another successful Kentucky Archives Institute in July, to provide an introduction in the use of public records for research and continued to publish *For the Record*, a quarterly newsletter containing information about the Kentucky State Archives.

State Library Builds Partnerships

KDLA has continued to work with state agency partners to meet the information needs of state government employees. These partners are:

- Governmental Services Center
- Kentucky Employees Assistance Program
- Kentucky State Police Employees Assistance Program
- Personnel Cabinet’s Kentucky Employee Mediation Program
- Office of Performance Management and Division of Staffing Services
- Transportation Cabinet’s Division of Employee Recruitment and Development
- Governor’s Office of Technology, Information Technology Training Division

The library’s reference staff created bibliographies and revised others to provide information on resources in the library’s collection or through its interlibrary loan department. All bibliographies are available at any time through the KDLA website. These partnerships have resulted in an expansion of the library’s collection, especially in the areas of management, computers and personal and mental health topics.

State Records Center Serves Agencies

The State Records Center continues to grow in order to meet the records storage needs of Kentucky state government agencies. Although many more records are computerized, paper records are still an important component of an agency’s documentation requirements. The Records Center serves as an off-site storage facility for all government agencies that are required to maintain specific records for a certain length of

time, but do not have space in their offices to do so. In fact, for the low cost of \$.32 per month per cubic foot, this centralized storage facility saves millions of dollars annually in cost avoidance for state government. The Records Center's holdings have grown dramatically in recent years, from about 58,000 cubic feet of records in 1987, to almost 150,000 cubic feet of records today. The Records Center is comprised of two leased warehouse facilities in Frankfort and is not part of KDLA's Clark-Cooper facility.

State Library Supports Training in State Government

KDLA staff members were invited to a number of training and seminar sessions to offer information on its collections and services. Staff members participated in the Transportation Cabinet's Division of Employee Recruitment and Development "Pages to Progress Book Club" promotion in both January and September 2003. Information about the State Library's collections and services, library card sign-up, and opportunities to check out book club selections were offered.

Another presentation and library card sign-up opportunity was held at the Kentucky Equal Employment Opportunity Conference in October, 2002 to approximately 200 attendees. A display and library card sign-up opportunities were also provided for the 60 attendees of the Kentucky Certified Public Manager's Conference held in Frankfort in September 2003.

State Library Visits Other State Agencies

As part of the April 2003 National Library Week celebration, KDLA staff visited state agency locations in Frankfort, including Environmental Protection, Natural Resources, Kentucky Housing Corporation, agencies at Berry Hill, Kentucky State Police Headquarters, Council on Postsecondary Education, Fish and Wildlife, and Kentucky Retirement System. As part of the September 2003 National Library Card Sign-up Month, KDLA staff visited the Attorney General's office, Labor, Local Government, Administrative Office of the Courts, and Juvenile Justice. During each visit, information was offered on the State Library's collections and services, and opportunities for library card sign-up were available. These visits and other promotional activities resulted in 661 new state government employee patrons.

Partnership with Friends/UK for Internships

For almost a decade, KDLA and the Friends of Kentucky Public Archives have partnered with the University of Kentucky's School of Library and Information Science to place interns in the department's Archival Services Branch. With financial support from the Friends through the Thomas D. Clark Internships in Archival Administration, interns work with archival staff in public service, in the state publications program, or in arrangement and description of archival records. The University of Kentucky also works with staff in the department to secure interns to work in archival cataloging.

Bookmobiles/Outreach Services

The mission of Bookmobile and Outreach programs is to insure that all citizens have access to library resources and services even if they are unable to travel to the library due to age, disability, or lack of transportation. To support libraries in this mission, KDLA

provides consulting services and administers grants to provide funding for the purchase and repair of bookmobiles and other outreach vehicles. This year, four counties each received bookmobiles valued at \$33,435. Each county used matching local funds to equip the interior with items such as shelving, lighting and a generator. Three additional counties received grants totaling \$55,000 to purchase outreach vehicles used to serve schools, nursing homes, prisons and other institutions, as well as individuals unable to access the library.

To further support service to all Kentuckians, KDLA organized the Kentucky Bookmobile and Outreach Services Conference in August 2003. Sessions covered safety and technology on the bookmobile, adult and children's bookmobile programming, marketing library services to seniors, and services available from KDLA and other state agencies. The 99 librarians who attended also had the opportunity to network with their peers to gain ideas and support.

Great networking, great morale booster.

The Marketing segment was great! I now have several ideas for advertising the Bookmobile service.

I had also realized that my bookmobile was starting to be used by more seniors and less younger people. I really saw it from a different view and saw and heard ideas for handling this.

Marketing & safety were great! I learned a lot and wrote down many ideas to take back to my library.

State Library Offers Consultation Services to Public Libraries

Special efforts have been made by the KDLA staff to maintain contact with public library staff, especially in providing information on how to reach the reference staff for research consultation. Presentations on the library's collections and services were made at all Interlibrary Loan Training workshops held across the state in March, April, May, and September 2003. A presentation and exhibit were also held at the Public Library Section conference of the Kentucky Library Association in May 2003 and at the Kentucky Bookmobile Conference in August 2003. Also, public library staff members, on an individual basis, throughout the state have continued to ask the Technical Services Branch staff for assistance in creating and maintaining access to information. Catalogers in the Branch have responded to an increasing number of specific requests received by phone and email. A staff member, who contributes a column of cataloging tips to each issue of the *Public Library Newsletter*, has often used these requests as a basis for relevant columns in the newsletter. Additionally, these columns will be archived on KDLA's website for future reference.

KDLA's Regional Library Consultants

When public libraries are confronted with a difficult question or problem, they can turn to their regional library consultant for guidance. KDLA librarians are assigned a region to

advise on topics such as personnel, budget, public relations, planning, and legislation. They also serve as liaisons between libraries, their boards of trustees, local government and KDLA. Eight regional consultants made 46,839 contacts and 1,131 site visits this year, traveling 135,716 miles. They organized 262 meetings dealing with construction, long-range planning, library cooperatives and other topics.

The regional offices helped support continuing education efforts by organizing 77 sessions which drew 1,879 participants. They also used LSTA funds to reimburse library staff for registration fees and tuition incurred by continuing education events. The regional consultants also held 50 library trustee orientations this year to familiarize new library board members with their responsibilities.

Local Records Program

The Local Records Program, in addition to administering a grant program which provides much needed funding for records management projects, also provides direct service to all local governments in the commonwealth through four regional administrators. Over the past year we have given ten records management workshops for local governments and school districts. We continued the progress toward surveying all of the county clerk's offices. These surveys provide an accurate inventory of the permanent records they maintain, their condition and what is needed to be done to make sure they are preserved. With the proliferation of new technologies such as digital imaging and GIS, local governments have come to rely on the Local Records Branch staff for guidance, not only for what to purchase but how records are maintained in these systems. We continue to create new records retention schedules and provide assistance to the local governments in their use.

KDLA Publications

KDLA library consultants produce several publications designed to help public libraries better serve their communities. The *Kentucky Public Library Newsletter* is a bi-monthly publication sent to 1,400 librarians to keep them up to date on library issues throughout the state. *T-3—Trustee Training Tips* is issued quarterly to over 700 trustees as an aid in library governance. *SelectioNotes* is issued online every other month to assist small and medium-sized libraries in their material selection process. *An Occasional Newsletter* contains programming news, notice of upcoming events, and other information geared towards librarians who serve children and young adults. Most of these publications are available online at <http://www.kdla.ky.gov/resources.htm>.

Continuing Education for Public Librarians

Throughout the year, KDLA plans, prepares and conducts workshops, conferences and other training activities to help library staff and trustees in their duties. Training also allows them to earn or renew their state library certification. Highlights for 2002-2003 are:

2003 Trustee Institutes

The 2003 Trustee Institutes presented a program titled, "Grape Bubblegum Can Get You Fired," which was an overview of Kentucky employment law as it applies to public

libraries. Sessions were held at three locations around the state and drew 141 public library trustees and librarians. *“Excellent, informative workshop.” “It thoroughly made sense to me.”*

Public Library Institutes

This program consists of two separate weeks of training that serve as an introduction to libraries and librarianship for new staff with little or no formal education in Library Science. Topics include library history, collection development, reference, technical services, customer service, children and youth services, bookmobile and outreach services, Intellectual Freedom and marketing. Participants also visited three libraries and two book vendors, as well as KDLA. Thirty-seven staff members completed the program. *“All presenters provided excellent content in a very pleasing manner, mostly with a good dose of humor. I had a great time...and enjoyed, learned from, and appreciated this unique opportunity.”*

Other CE Events

- Three sessions of “A Crash Course in MARC Format” were scheduled across the state, but a fourth was added due to the demand. There were 123 who attended the 5-hour sessions.
- A joint session combined a class on grant writing with one on the Americans with Disabilities Act. It was offered at two locations and 49 persons attended one or both classes.
- The Start with the Arts workshop had 27 library personnel work with children to learn about using thematic experiences, combined with arts activities and children’s literature, in creating programs.
- The annual Greater Cincinnati Library Consortium Support Staff Symposium drew library staff from all types of libraries in Ohio and Kentucky, including several staff members from KDLA.
- Nearly 150 public library staff came to KDLA to attend 10 hands-on sessions teaching how to use Informata products, which are a new electronic system for submitting and using library statistics.
- KDLA staff organized “Planning for Public Library Construction Projects” which was attended by 24 people at the Bowling Green Public Library.
- There were three 3-hour sessions of “E-rate: Introduction and Reintroduction” held at different locations in the state. A total of 44 library personnel attended.
- The Network Administrators Bootcamp II was part of a series funded by the Gates program for technology training in public libraries. Week-long sessions were held at three different locations; 36 people attended.

- Bookmobile/Outreach Conference
- Summer Reading Workshops
- 2003 Trustee Institutes

Public Librarian Certification

Library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. This enriches the individual librarian, and in turn, promotes quality library service throughout the state and enhances the library profession as a whole. KDLA works with the State Certification Board to administer the certification process.

This year 197 library staff members earned their 5-year certificate by attending various continuing education events. Another 83 renewed their certificate. Kentucky now has a total of 858 certified professional librarians, paraprofessionals, and other staff who have appropriate levels of education and experience.

“Widening Circles” Children’s Conference

KDLA supports librarians who serve children and young adults by providing training opportunities such as the biennial Widening Circles Children’s Conference. The September 2002 conference theme was “Extreme Librarians, Extraordinary Service.” One hundred and forty-two librarians attended sessions on creating a reader’s theater, resources for infant programs, connecting young adults and libraries, and recommended fiction and non-fiction. The opportunity to meet with so many others in their field allowed librarians to exchange ideas and gather new information, as well as boost their morale.

The conference gave me content, ideas, suggestions, and loads of information that I will be able to incorporate into existing and future programming, work space, and practices.

It always helps me to talk with other people that do the job you do and to share different ideas and try someone else’s ideas of what works for programs and attitudes.

I feel as if I have been rejuvenated. I have wonderful ideas I can take back and incorporate into my work now. I feel as if I have been given a creative license and I plan on using it.

Lots of new ideas to try & very excited to try them & share what I learned. Being a new librarian, it was nice to hear & talk with more experienced librarians; interesting seeing what challenges are at other places in the state.

Gave me a needed reinforcement of what I’m already doing. Also gave me “permission” to make small changes which I think will improve my service to my community and clientele. I was particularly impressed with all the presenters in that they know so much.

I always feel so excited after this conference with all the info- I can't wait to get back and use it.

Thanks again for the “balm” for burnout.

Sometimes I need a kick in the pants to rekindle my enthusiasm...

I needed this shot in the arm.

Feeling very validated and rejuvenated to go back.

Conferences like this one renew my spirits and my love and my commitment to my job by giving me more energy and excitement to seeing things get done. Thank you so much for providing such conferences for us to attend and be renewed.

Grants for Children and Teens

KDLA also supports libraries by administering federal grants provided through the Library Services and Technology Act (LSTA); many of the programs receiving these grants are targeted for children. Early Childhood grants totaling \$15,366 were awarded to three libraries for programs involving story hours for infants and toddlers, introducing young children to books and other library materials, and education for parents and other caregivers. Four counties received a total of \$14,992 in Public Library/School Partnership grants for projects such as a drama troop, a reader’s radio theatre, cartooning and illustration workshops, and various storytelling programs and reading activities.

Fifty thousand dollars worth of LSTA Programming grants were shared by nine counties. While some programs may affect them indirectly, others were designed with children and teens in mind. Examples are a community creative writing and poetry contest, a digital multimedia clubhouse, a community storytelling center, and a series of reading events and activities called “Reading Comes Alive!”

Books Build Brighter Babies

The “Books Build Brighter Babies” project continues to aid public librarians in their work with infants and toddlers, their families and caregivers. KDLA provides training for librarians and promotional posters for them to distribute. These are supplemented by bibliographies, graphics and other materials available on our website.

Library Construction

Over half of Kentucky’s public libraries are more than 30 years old. This means their infrastructure cannot support 21st century technology needs nor meet the needs of disabled patrons. It also creates problems due to lack of space for collections and programs. KDLA helps libraries address these problems by providing a facilities consulting service to help them make the best use of their building, or to guide them through renovation or construction projects. KDLA staff traveled over 20,000 miles to meet about facilities evaluation, space planning, security, maintenance, the Americans

with Disabilities Act, site and architect selection, building codes, and to monitor construction and renovation projects.

Furthermore, KDLA administers the Public Library Facilities Construction fund, which enabled 12 libraries to build or expand in order to improve service to their communities. Most of these projects would not have been possible without this assistance:

- Bath County—renovated second floor to provide space for programs, meetings, accessible restrooms, and elevators.
- Campbell County—currently building a new branch facility to replace one built in 1899.
- Elliott County—built a new facility which more than triples their previous space; features a Children’s room.
- Grant County—built a new library which doubles their space and allows off-street parking.
- Greenup County—expanded their building to nearly double its size; includes a renovated community room.
- Laurel County—built a new library nearly double the size of the old one; expanded parking and Children’s area.
- Menifee County—built a new library to expand collection space; features an adult seating area with outdoor views.
- Metcalfe County—built an addition to increase collection space and improve accessibility.
- Morgan County—is building a new library as part of a regional technology center; features a reading castle.
- Pulaski County—built a new branch to improve service to the eastern part of the county.
- Robertson County—built a new library featuring a “Teen Zone” and outdoor gazebo for community events.
- Wolfe County—built a new library for improved collection space, children’s space, accessibility and parking.

Archives Center Accessioning Records

With over 91,000 cubic feet of archival record holdings, the State Archives Center is near capacity. Despite this lack of space, every possible accommodation is made for agencies with archival records that need to be transferred. The records management staff reappraise and issue new retention and disposition schedules for records, to make sure that only records of permanent value are stored at the State Archives. Staff is also looking at increasing the proportion of records accessioned into the Archives in an electronic form or as computer output microfilm, rather than paper. Archives staff also shift records to make maximum use of existing space. Many agencies need to transfer records to the Archives on a regular basis, but space is quickly running out. This has been particularly true of the Judicial Branch, with the construction of new or renovation of old courthouses. Many of the courthouse records are slated to come to the Archives for permanent retention, even though the Archives really has no space to store these important records.

State Archives and Records Commission

During the past fiscal year, the State Archives and Records Commission reviewed and approved several retention and disposition schedules. Of special note was the *General Schedule for Electronic and Related Records*, designed to assist state government agencies in managing the increasing amount of computer-generated records. Other major schedules approved this year include those for: County Treasurer, Public School Districts, and County Clerk.

Federal Documents Collection Going Electronic

The State Library has been a selective federal depository for government publications since 1968. The KDLA federal documents collection now includes a variety of formats (books, microforms, CDs, DVDs, and videos). However, there is a 1996 Congressional mandate to make federal document collections predominantly electronic resource programs. Currently, about 60% of new federal depository titles are being made available online. After a review of the KDLA federal documents collection, 390 electronic federal government resources were added to the KDLA Catalog.

KDLA's Multimedia Collection Adds DVDs

Thanks in large part to video retail behemoths like Blockbuster Video and e-commerce success stories like Amazon.com, the DVD has finally entered the consumer consciousness. With a current collection of over 250 DVDs, the library is increasingly purchasing this format for its multimedia collection, especially in the areas of children's literature, travel, science, history, and biography.

Preparations for Gubernatorial Transition

A new gubernatorial administration was elected in November, 2003 and inaugurated in December. Records management transition actions started in June 2003 and received strong support from senior government administrators in the Patton administration. Staff of the Public Records Division met with the Governor and his Executive Cabinet and discussed agency responsibilities for records disposition and for planning transfer of records of continuing value to the State Archives. In a subsequent meeting, staff reviewed this information with members of the Chief Information Officers (CIO) Advisory Council, the principal technology administrators for the fifteen Executive Branch Cabinets and the five Constitutional Officers. The CIO Advisory Council was also advised that transition responsibilities include appropriate disposition of e-mail, consistent with the requirements of **Enterprise Standard 4060- Recordkeeping – Electronic Mail**, adopted by the Governor's Office for Technology in May 2003 and applicable to all state agencies, and the accompanying Public Records Division document, **Guidelines for Managing E-Mail in Kentucky State Government**, which was released at the same time. These policy documents provide agencies with explicit guidance in this area (please visit <http://kdla.ky.gov/researchlinks/recordsmanagement.htm> to view these documents).

Strategic Planning

The KDLA Field Services division has renewed strategic planning efforts in order to focus limited staff and funds on services to support individual patrons and public libraries

throughout Kentucky. Efforts are being made to provide quality core services through improved communication, utilization of broad-based technologies and partnership development.

Anniversaries Observed

The Kentucky Department for Libraries and Archives (KDLA) and the Friends of Kentucky Public Archives, Inc., celebrated the 100th birthday of Dr. Thomas D. Clark in the lobby of KDLA's Clark-Cooper Building on Friday, July 11, 2003, with a short program and reception, featuring Dr. Clark's favorite, coconut cake.

This celebration honored not only the centenary of Dr. Clark's birth, but also his 70 years of involvement with archives in Kentucky, and his 40 years as a member of the State Archives and Records Commission. Speakers at the event, in addition to Dr. Clark, were: Dr. William E. Ellis, professor emeritus of history at Eastern Kentucky University; Paul Coates, president of the Friends of Kentucky Public Archives; and James A. Nelson, State Librarian and KDLA Commissioner.

The event also marked the renaming of KDLA's document management digital services facility as the Thomas D. Clark Center for Digital Imaging. State Archivist Richard N. Belding noted, "Dr. Clark has been working for the growth and development of our State Archives program for more than 70 years, and on the occasion his 100th birthday, and coincidentally, the 45th anniversary of the enactment of Kentucky's State Archives and Records Act, it seems very appropriate that we name our newest program facility for Dr. Clark, to commemorate his vision for the future of recordkeeping."

An exhibit, "A Celebration of Dr. Thomas D. Clark's Service to Kentucky," was also on display in July. Showcasing many highlights of Dr. Clark's distinguished career, the exhibit focused on his 70 years of interest in the Kentucky State Archives: from his advocacy for a state archival program in the 1930's, to his work in securing a building for KDLA in the 1970's, to his continuing activity today in archival and research issues.

Innovation and Technology

Find-It! Kentucky

Find-It! Kentucky, the Government Information Locator Service (GILS) provided by the Kentucky Department for Libraries and Archives, began offering a new search service for individual agencies. Agencies may use the Find-It! software to search their individual web pages, rather than state government web sites as a whole. Using this search for individual agency pages will save government agencies money, as they will not have to purchase searching software. This was tested in three agencies, with success, and is now available to all state government agencies.

The State Library's technical services staff continues to provide subject analysis expertise as a partner in the Find-It! Kentucky program, a customer friendly gateway for finding government information on the web. The Find-It! Kentucky web site is available at www.findit.ky.gov.

Expanded Website

The Kentucky Department for Libraries and Archives website was recently redesigned, and the address changed. The web site is now more customer-focused, and conforms to recently issued state government design standards and federal mandates. Take a look at <http://kdla.ky.gov>. The e-mail addresses for all KDLA staff also changed, as we became the first agency in state government to migrate to the new "ky.gov" extension. Our e-mail addresses are constructed according to the following convention: jim.nelson@ky.gov. Please update your bookmarks and your address books.

KDLA Catalog Enhanced

The KDLA Catalog was enhanced with the total integration of the Archives Catalog into the Endeavor system. The Voyager consortium system completed an upgrade to the latest software version in August 2003. With this recent upgrade, the problematic bulk loading process, which had prevented the addition of MARCIVE records for federal documents to the online KDLA catalog, was corrected. This has now allowed the integration of those records into the agency database. Also, the completion of the multimedia conversion project resulted in the inclusion of 9,827 multimedia items (videos, DVDs, interactive CDs, and BiFolkal kits) into the KDLA Catalog. Records for historical state documents from 1833 have been created and added to the KDLA Catalog, and work has begun on records from 1834. A committee has also been formed to begin plans for the cataloging and addition to the catalog of more current state government documents.

State Library Adds Research Databases

KDLA is continuing to strengthen its web-based research sources, offering access to many of the databases to state government employees from their personal workstations. The databases added during this time were: ProQuest's Historical Newspapers including cover-to-cover, full-text and full-image content for the *New York Times* (1851-), *Washington Post* (1877-), and the *Wall Street Journal* (1889 -); The Columbia Granger's World of Poetry, providing a searchable database by poem title, by first line of

poem, by last line of poem, by author, or by subject; LawReader.com, offering legal research resources for Kentucky, including legal forms; The Matter of Fact database, upgraded from CD-ROM format, providing statistical evidence on current social, economic, political, health, and environmental issues; Mitchell Manuals, also upgraded from CD-ROM format, offering information on auto troubleshooting, diagrams, parts, and steps for repair.

Technology Assistance for Public Libraries

Technology keeps advancing at a rapid pace and it is difficult for a library to know how to best use it. KDLA provides technology consulting services to Kentucky's public libraries so they can keep abreast of the latest trends and use them to their best advantage. For example, this year several library systems requested guidance in purchasing an automation system. Many libraries have had questions about Internet filters and compliance with the Children's Internet Protection Act (CIPA). KDLA sent out 17 email Technology Alerts this year to 130 library directors on these topics and more.

KDLA's Public Awareness Leadership Institute

KDLA conducted three out of four sessions of its new "Public Awareness Leadership Institute" during the period of this annual report. Seventeen Kentucky library professionals participated in the inaugural Institute, which was supported by LSTA funds. The Institute is intended to graduate a class of Kentucky public library "public relations professionals" who will seek to intensify the positive public awareness of their local public libraries.

The concept for this Institute arose from the previous year's series of public forums throughout the Commonwealth, which served to identify the community-held values of public libraries, to stress their importance to local communities, and to emphasize the need to raise citizens' consciousness about their local public libraries.

The participants were selected through a nomination and application process, and agreed to attend all four two-day sessions (May, July, September, and November, 2003) held throughout the state. The topics for the sessions, which were led by well-known figures in the library and communications fields, were "Discovering Your Strengths," "Telling Your Message," "Working With Your Community," and "Bringing It All Together." Leadership skill development and public awareness logistics permeated the Institute, and participants developed local public awareness projects for their libraries, to be presented at the final session.

Enrolled in the Institute were Earlene H. Arnett, Scott County; Jan Banks, Casey County; Daniel L. Bays, Breckinridge County; Alisa Carmichael and Lisa Rice, Bowling Green; Elaine Couch, Perry County; Karen Gillespie, Grayson County; Brenda Hawkins, Gallatin County; Sue Hays, Madison County; Karen Kasacavage, Woodford County; Linda Kompanik, Logan County; Vicki Logsdon, Hart County; Hildreth Lyman, Montgomery County; Ann Painter (trustee), Campbell County. KDLA staff members Tricia Bengel and Michael Jones were also enrolled.

The participants gave the Institute sessions excellent evaluations, as they increased their skills in positioning themselves as community leaders, and became more skilled in energizing their public libraries -- and their partnerships with decision makers in their counties.

Participants' final evaluations of the Institute were indicative of its success:

"I was very impressed that Jim Nelson took the time to drive all the way down to welcome and encourage us. It made me think this Institute is an important step for improving Kentucky's libraries overall."

"These sessions have been tremendously helpful. If there is the possibility of continuing this in the future, I think others will appreciate it."

"This is the most beneficial workshop format I have ever attended. (This also includes the many meetings I attended as a teacher.) Great speakers. Enthusiasm is contagious."

"Excellent sessions! Very useful presentations by all the speakers. Handouts used are very helpful and I am looking forward to the additional ones to be mailed. 'Homework' assignments (project and individual) are a great experience."

"Great, great, great!" One of the best things that KDLA has provided to help me!!!"

"Totally worthwhile investment of my time, and state money."

"Super!"

SHRAB Strategic Plan Completed

The State Historical Records Advisory Board (SHRAB), an advisory body within KDLA that is charged with coordinating historical records issues in the Commonwealth, completed a strategic planning process early in the year. The plan is available on the KDLA website at the following address:

<http://www.kdla.ky.gov/organizations/SHRAB/strategicplan.htm>. Among the many ambitious plans of the SHRAB were several outreach efforts, including sponsoring an annual archives week. Kentucky held its first Archives Week October 6-12, 2002. The SHRAB, KDLA, and the Kentucky Council on Archives coordinated this event. A group of archivists from around the state served as the coordinating committee. The committee printed a bookmark for statewide distribution, and encouraged archival repositories around the state to hold some kind of event during that week, such as a tour, an open house, a speaker, or an exhibit. Almost thirty institutions held one or more events during the week. The first effort was extremely successful.

Multimedia Conversion Project

The State Library's Technical Services Branch directed much of its time and resources for 2002-2003 to a major cataloging and conversion project, whose purpose was to add bibliographic records for over 6000 uncataloged titles in the multimedia collection to the online KDLA Catalog. The Branch contracted with OCLC (Online Computing Library

Center) in August 2002 to provide the records, which Technical Services staff imported and customized with local information. At the end of the project, the Branch entered into an ongoing cataloging relationship to have OCLC catalog new media titles as they are purchased for the collection. The completion of this project puts KDLA nearer to the goal of having all formats of material maintained by KDLA represented in the KDLA Catalog, as well as adding holdings to OCLC, and makes it easier for users to find all varieties of resources with one-stop searching.

DMDS Implementation

With acquisition of a wide format scanner, KDLA completed the first phase of implementation of the Document Management Digitization System, or DMDS, for which the Kentucky General Assembly provided capital funds in the 2000 legislative session. KDLA is now providing a full range of document conversion services to state and local government, converting records from paper and microfilm to digital format and from digital format to microfilm. DMDS, located in the recently dedicated Thomas D. Clark Center for Digital Imaging, provides cost effective technical solutions to the storage problems of high volume government records. In FY 2002-2003, the Clark Center digitally scanned and indexed more than 1.48 million records. In addition, it created microfilm from digital images for more than 306,000 imaged records. KDLA has begun the second phase of DMDS, by establishing a dedicated data archives facility whose functions and resources are integrated with the Commonwealth's existing archival program.

Statistical Report

Each year Kentucky's libraries submit statistical information to KDLA. The agency then compiles the data and distributes it as the *Statistical Report of Kentucky Public Libraries*. Libraries and their boards use this information in planning programs and policies, to review their progress, and to compare their library with others in the state.

Preparing this annual report used to be a more formidable task for a library—there are 88 categories within the topics of finance, staff, collections, circulation, attendance and technology. The task was made less daunting this year when KDLA began collecting the data online. Nearly 150 librarians attended hands-on sessions KDLA held to demonstrate the system for submitting electronic annual reports. Librarians have commented that the new process is faster, easier and involves fewer calculations.

The training sessions also instructed librarians in how they can use library statistics. In addition to the print version, the *Statistical Report* is available online at <http://www.kdla.ky.gov/libsupport/statistics.htm>. Libraries can use the site to make customized peer comparisons and see how Kentucky libraries compare to those in other states. Those who subscribe to the online service Informata Bibliostat Connect can use it to create charts and graphs to organize and illustrate information for presentations.

Technology Training for Public Libraries

KDLA coordinated professional technology training for library employees and administrators. Workshop topics in 2002 included MS Publisher, Excel, Access, Word,

PowerPoint, along with Advanced HTML and three weeklong sessions of Network Administrator Boot Camp II. Workshop topics in 2003 included Introduction to Resource Sharing, Successful Searching in the OCLC ILL Web, ILL: The Basics, and ILL: Beyond the Basics. Twenty sessions were scheduled across the state and 370 library staff members were trained in these sessions.

Consultancy Work Benefits KDLA

During the past year, the Public Records Division reactivated a personal services contract with Hunter Information Management Services, Inc., and its principal, Dr. Greg Hunter. The focus of this contract was to address issues related to the impact of electronic records on the department's archival management strategy on behalf of state government. Hunter carried out work in a number of areas, including developing training sessions and curricular materials dealing with electronic records management and policy for use with personnel from public agencies; doing initial planning for an Electronic Records Archives; establishing a sound procedural foundation for electronic records management; and assessing the environmental requirements for the records storage needs of the Commonwealth in the current KDLA facility. He prepared reports and made recommendations in several of these areas, and his assistance has helped move departmental planning forward on several important fronts.

Listserve for Public Libraries

KDLA monitors two email discussion lists to aid public librarians in their duties. KBOS is devoted to Kentucky's bookmobile and outreach services librarians. By using this listserve, 117 individuals from around the state have the chance to share ideas, voice concerns, and make valuable contacts through their e-mail. Kentucky's Youth and Children (KYAC) is tailored to librarians who serve infants through teens. The 272 subscribers can seek advice or share ideas at their convenience, plus stay informed about upcoming events.

KDLA Hosts Midwest Micrographics Conference

Representatives from sixteen states attended the Midwest Micrographics Conference held at KDLA in Sept. 2003. This annual conference is an opportunity for the people charged with micrographics and electronic records imaging to further their knowledge of advances in technology in other states.

Support for KYVL

The Kentucky Virtual Library (KVYL) received significant assistance from KDLA in the form of staff expertise and financial support. State Library staff served on various KYVL committees examining issues related to technology, collections, document delivery, and resource sharing.

E-rate

The Schools and Libraries Universal Service Support Mechanism's Educational Rate, commonly referred to as E-rate, is a federal program that provides reduced-cost telecommunications and Internet services to libraries and schools. The discount received is based upon poverty levels in the library service area, anywhere from 20%-90%. Approximately eighty Kentucky libraries sought guidance from KDLA in order to take

advantage of the program. Kentucky public libraries received \$1,028,536 in discounts this year, with the average being 72%, or \$4,065.

Tax Rates

Most county library systems in Kentucky receive funding from local taxing districts. KDLA assists the process by receiving tax assessments from the Revenue Cabinet, then computing the allowable tax rates. Then they furnish the information to the appropriate libraries so they can set their rate for the coming year. This assistance was provided to 104 counties, which is nearly every library in the state.

State Library Staff Train for New Technology

OCLC, the resource used by the library's Technical Services Branch for cataloging materials, has implemented a new, web-based version of their system called Connexion to replace the old system, Passport. In order to learn the new system and to be able to use it effectively, all Technical Services staff attended Connexion training in December 2002. Training on the Endeavor Voyager Media Scheduling module was also undertaken by all library Public Services staff in preparation for the Media Scheduling component implementation in the summer of 2003. The use of the Media Scheduling module provides a system to create reservations for multimedia materials and audiovisual equipment.

Electronic Records Working Group Activities

The Electronic Records Working Group (ERWG) had its first monthly meeting in May 2002. The ERWG is an informal, interagency group comprised of members from the department, the Governor's Office for Technology, the Office of the Attorney General, and the Office of the Auditor of Public Accounts. This group helps to develop policy recommendations or alternatives for issues involving the intersection of technology and records management and provides a forum for discussion of electronic records-related issues affecting Kentucky state and local government agencies.

At its first meeting, the ERWG reviewed the newly revised *General Schedule for Electronic and Related Records* that was subsequently approved by the State Archives and Records Commission. This was a complete revision of the existing schedule, originally passed in 1988. The new schedule is more detailed in its coverage of the records involved in the administration of electronic systems. Two key documents issued in May 2003, the *Enterprise Standard 4060-Recordkeeping – Electronic Mail*, adopted by the Governor's Office for Technology and applicable to all state agencies, and a companion document, *Guidelines for Managing E-Mail in Kentucky Government*, were also products of discussions in the ERWG.

The group is currently considering issues such as the use of encryption technology for electronic signatures, drafting guidelines to help agencies respond to open records requests on databases under the state's Open Records Act, and the evaluation of records management software. At present, KDLA is developing training modules to help educate agency records officers and IT personnel in the implementation of the *General Schedule*

for Electronic and Related Records. The schedule can be found on the KDLA web site at:

<http://www.kdla.ky.gov/recmanagement/schedules/erecordsgeneral.pdf>

Financial Support/Grants

LSTA in Kentucky

The Library Services and Technology Act (LSTA), through the Institute of Museum and Library Services (IMLS), promotes access to learning and information resources of all types of libraries for individuals of all ages. Through the legislation, IMLS provides funds to State Library Agencies using a population-based formula. State Libraries may use the appropriation to support statewide initiatives and services; they may also distribute the funds through competitive subgrant or cooperative agreements to libraries in their state. KDLA is responsible for administering LSTA funds in Kentucky. In October 2002, KDLA began the first grant cycle under the FY2003-2007 LSTA Five Year Plan.

KDLA entered into 91 contracts with grant recipients in 2003 and administered 20 KDLA based statewide grant programs.

Library Consortia Support

Provided funding for the continued advocacy and support of resource sharing among all types of libraries to make maximum use of information sources.

Grants for Data Projectors

Provided grants to public libraries in order to purchase equipment to accompany the following data projector equipment, which came from a KDLA regional office. Some of the equipment purchased with grant funds were a multimedia cart, screen, VCR and/or DVD player, laptop computer, and software. This is all used in training, presentations, and video/DVD programs in the local library or in the community at large.

Bell County Public Library - \$3,980.00

Nelson County Public Library - \$4,917.00

Logan County Public Library - \$4,949.00

Perry County Public Library - \$5,000.00

Local Records Grants \$550,000.00

Provided fifty-one grants to local government officials to improve their record keeping practices and to preserve their information as a strategic resource.

Public Libraries Facilities Construction Fund \$ 1,075,000.00

Continued to assist twelve public libraries with debt retirement incurred to renovate or build their local library facilities.

State Aid \$3,709,467.00

Provides funds from the state treasury to public libraries for promoting, aiding and equalizing public library service in Kentucky.

Bookmobile/Outreach Program \$228,740.00

Institutional Subgrants**\$22,800.00**

Provided funds in partnership with the Kentucky Department of Corrections to administer and provide library services to the prison population.

LSTA – Federal Funding

Provided funding for programs that promote access to learning and information resources in libraries. Priority is given to activities using technology for information sharing between libraries and between libraries and other community services; and for programs that make library resources more accessible to urban, rural, or low-income residents and others who have difficulty using library services.

Provided sixteen KDLA based statewide projects and thirty five subgrants including;

KY Union List of Serials (KULS)

Provides accurate and complete information about serial/journal holdings in libraries of all types to library staff and end users. The State Library provided support to the Kentucky Union List of Serials online for the KLN OCLC Group Database.

Technical Support for Public Libraries

Provided professional technology support and training for library staff.

Library Automation Subgrants

Provided funds for an integrated library automation system, including hardware, software and wiring/installation. Retrospective conversion of the library collections and other library functions was also provided for the following libraries:

Owen County - \$29,251.00

Gallatin County – \$26,928.00

Carroll County - \$29,251.00

George Coon Memorial - \$30,000.00

Northern Kentucky University – Steely Library - \$17,158.00 – Purchased student access computer stations with Internet, research, database, and online catalog access and productivity software for the library lobby to extend and improve student access to materials and services.

Tech Support - Regional Technology Consultant

Morgan County - \$30,000.00 – Provided an interlocal agreement between the Morgan, Bath, Fleming, and Montgomery County libraries to employ a technology consultant to provide on-site automation design and assistance.

Tech Support – Library Innovation

Paul Sawyer Public Library - \$1,502.00 – Provided for the installation of a wireless access point for in-library training.

Talking Books

Provided funding for a central and two regional libraries to provide print materials in alternative formats to individuals whose physical disability prevents them from reading print material.

Web Development Project

Provided funding to develop the KDLA and COSLA (Chief Officers of State Library Agencies) web sites, focusing on content development and interconnectivity of both sites.

School / Library Partnership

Allen County - \$3,532.00 – Provided a partnership project between the elementary school and the library to provide a drama troop which enabled students to gain knowledge of several performing arts and gave them the opportunity to participate in the creation and production of puppet plays and musical drama.

Boone County - \$4,336.00 – Provided a project to introduce and promote library usage among elementary school students by transporting them to the library for stories, book talks, and tours. Library sponsored programs for families and students and a parents workshop focusing on the importance of reading to children were also provided.

Harlan County - \$5,000.00 - Provided artistic and technical support for the production of literature-based programming over local radio stations featuring students from area high schools to stimulate and promote interest in the performance arts and in reading and libraries.

Meade County - \$2,124.00 – Provided high school students the opportunity to meet and learn techniques from professional artists while becoming more aware of art resources available in the library.

Children and Young Adult – Summer Reading Promotion

Kentucky Education Television - \$15,000.00 – Provided a televised summer reading promotion by producing and distributing materials to school and libraries using KET’s satellite system for use in Kentucky’s classrooms.

Children and Young Adult - Early Childhood Subgrants

Hart County - \$7,973.00 – Created a children’s programming area and presented a series of lapset programs to introduce parents and children to materials available at the library and to demonstrate storytelling, songs and finger plays. Kits containing materials for children ages birth to three years and their parents were provided.

Hopkinsville – Christian County - \$5,173.00 – Provided weekly and monthly programming for infants, toddlers and their caregivers focusing on child/adult participation in reading activities. The program focused on instructing parents in choosing library materials and in reading to children. Special materials for the children’s area were purchased.

Paris – Bourbon County - \$2,220.00 – Provided training and continuing education for parents and caregivers, day care owners and workers, teachers, and librarians by engaging the services of an early childhood specialist to present a workshop to encourage and promote parent/child activities, library services and early childhood education.

Continuing Education

Provided funding to promote and coordinate continuing education for library staff and trustees.

Library Programming

Allen County - \$5,245.00 – Provided training for job/career planning and resume writing to provide assistance to county residents who became unemployed due to the loss of local manufacturing jobs and to other unemployed residents of the county.

Bell County - \$3,116.00 – Offered a series of free classes and other programming opportunities focusing on developing financial independence and cultural rehabilitation for county residents.

Bullitt County - \$3,837.00 – Provided a series of creative writing workshops and contests for youth and adults. Final works were published in a book and posted on the library's website.

Carroll County - \$4,170.00 – Created a series of programs designed for community residents over the age of 55. Wednesdays@One offered education and informational programs to stimulate interest in the library as not only a place for books but also as a cultural center.

Casey County - \$5,786.00 – Provided quarterly themed reading units during the year each consisting of several programs with monthly activities including guest presentations, intergenerational activities, virtual tours, drama, art, music and technology to help children discover the joy of reading.

Kenton County - \$7,020.00 – Provided a literacy outreach project in partnership with local community businesses and agencies to address the literacy cultural heritage needs of Hispanic/Latino families in the county and introduce bilingual literacy to all residents of the county.

Scott County - \$9,999.00 – Created and made accessible a Community Digital Storytelling Center for developing oral history and personal stories in the community. The senior community showed great interest in the digital storytelling and all digital stories are now accessible to the public from the local school system website with a link to the library website.

Bowling Green Public Library- \$5,390.00 – Provided a series of Southern Expression programs designed to increase adult participation in the library. Southern Expression presented 14 programs resulting in a 10% increase of adult material circulation.

Robertson County - \$5,437.00 – Provided a Digital Multi-Media Clubhouse project which allowed the library to provide a wide variety of technology training, impacting the financial, educational, social and leadership skills of individuals in the county.

Fast Facts

Libraries

- Kentucky has 116 public library systems and 74 branches, totaling 1,929,860 square feet, and 101 bookmobiles.
- Kentucky's public libraries employ 1,745 full-time staff.
- There are 8,881,405 items in Kentucky's public library collections, including books, audiobooks, audio CDs, videos, periodicals and newspapers.
- 22,746,221 items were circulated in Kentucky's public libraries this year.
- There are 2,011,037 Kentuckians who are registered to borrow materials from their public library.
- Public libraries in Kentucky have 3,823 microcomputers; 2,061 are for public use.
- 4,713 requests were processed by the State Library Interlibrary Loan Unit (requests both to lend materials from the State Library collections and to borrow materials not owned by the State Library), representing a 40% increase.
- 4,169 information requests from library customers were answered by the State Library's reference staff. 1,898 of these came from the "Ask a Librarian" email reference consultation service.
- State Library collection includes 93,157 books; 1,800 sound recordings; 9,512 videos; 199 DVDs; 78 CD-ROMs; and 38 Bi-Folkal kits.
- Kentuckians viewed 9,955 titles from the State Library's multimedia collection.
- 265 collections (70 books in each collection) of large print books were circulated to Kentucky public libraries.
- The State Library's Technical Services branch added bibliographic records to the KDLA Catalog for 6,598 multimedia titles, representing an actual 8,532 items and their accompanying manuals, user guides, etc.
- 21,488 MARCIVE records representing federal publications were added to the KDLA Catalog.
- 661 state government employees applied for State Library cards through email solicitations and seventeen on-site informational visits.
- 285,129 (an 86% increase) non-OCLC records were loaded to the Kentucky database at OCLC for resource sharing.
- 7,833 (a 43% increase) interlibrary loan requests for Kentucky libraries were referred by the State Library to libraries outside of the Southeast region.
- 6,578,188 searches were performed in the 43 databases licensed through the Kentucky Virtual Library that is partially funded KDLA.
- KDLA provided 531 library staff throughout the state with technology based training in Microsoft software applications, HTML, networking, and interlibrary loan services.
- KDLA funded Kentucky Union List of Serials Project staff processed 9,879 updates to the KULS records in OCLC.

Archives

- Public Records staff made 3,786 records management assistance contacts with state and local government agencies.
- 7,200,319 documents were microfilmed; 1,483,309 documents were scanned and indexed; 9,784 rolls of microfilm were duplicated.
- 46,817 individual preservation actions were performed on documents treated by the Documents Preservation Lab.
- 30,403 cubic feet of records were destroyed at the end of their retention period, resulting in cost avoidance savings of \$5,472,540.
- 815 state publications were processed and cataloged.
- The State Records Center held 148,491 cubic feet, an 18% increase over the past three years. The State Records Center answered 20,071 requests for record use.
- Fifty-seven local records grants were awarded totaling \$549,994.
- 5,194 researchers were served in the Archives Research Room.
- 15,379 research requests were answered in the Archival Services Branch.
- 9,491 original records were used by researchers and staff in the Archives Research Room.
- 31,340 rolls of microfilm were used by researchers in the Archives Research Room.

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KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
Budget Summary
For the Fiscal Year Ended June 30, 2003

<u>Source of Funds</u>	<u>Amount</u>
General funds	\$13,224,100
Federal funds	2,231,600
Agency funds	<u>1,804,200</u>
Total	<u><u>\$17,259,900</u></u>